

Chicago Community Health Response Corps RFP: Bidders' Conference Questions and Answers

Question	Answer
Are there specific activities/programming that we will need to implement if rewarded the grant?	Activities will be provided through the scope and throughout the grant year based on funders activity request
Or do we as the CBO get to create the programming?	CBOs will be provided a work plan template to create activities based on scope and other funder needs
How frequently will reimbursement be disbursed? Monthly? One-time at the end?	Typically 30-45 days also depending on funders payment
Is there specific programming/activities that we need to implement or does the CBO need to create the plan/programming. Is there a specific work pan that we need to follow?	Activities will be provided through the scope and throughout the grant year based on funders activity request
Can a CBO's hiring plan include PT workers?	Only FT Corps members to be hired for this project
For Existing CBO's can we payout accumulated vacations to staff	If it is within a CBO policy to payout existing vacation or PTO days, then yes - that would be under the discretion of the CBO.
Will CBO's be able to replace Core Members as needed due to leave or terminations	Yes, unless a hiring freeze has been announced through the project
Will there be an advance payroll option?	Yes, This will be offered as a case-by-case service
Can the supervisor be a contractor?	No, Supervisors are part of the Corps Team. Must be an employee of CBO.
How does the reimbursement process works? What is the turnaround	Typically 30-45 also depending on funders payment
Will we get a copy of the slides?	RFP Bidder's PPT - CCHR
The 10 workers need to be hired by the end of the grant period. Correct?	Incorrect. The Corps members should be hired within 30 days from contract start. If more time needed, it can be discussed with Director to work out a reasonable timeline
Hiring 10 staff within a month is a concern in this hiring climate. Do you anticipate difficulties with achieving this?	No
How much funding is available?	Each selected CBO will receive \$649,090.91 (70% must be used for corps wages, fringes, and taxes)
Teams are limited to 10+1?	Yes, 10 corps + 1 Supervisor
Wages shown are example or required?	\$22/hr. corps workers; \$26/hr. supervisors
Will CBO's selected into the Partnership meet periodically as a group for best practices?	Yes, Multiple meetings. Weekly for corps members, weekly for supervisors, monthly for directors, and quarterly for CBO executive (can change). Quarterly CBO leadership Community of Practice with Partners.
The question on benefits is probably that the CBO's benefit add on costs will push us over the \$454K budget	The \$454,363.64 will cover the corps workers' wages, fringe benefits, and payroll costs.
If applicable, would you capture Consultants within the Non Personnel section?	Yes. Corps and Supervisors may not be consultants but other administration staff may.
If applicable, would you capture the costs of Consultants within the Non Personnel section?	N/A
Can you rehire some workers from the prior grant ending 10/31/22?	Yes, if those corps members fit the required recruiting criteria described on pg.9 of the RFP proposal
How much will the President Biden's comment, Pandemic Over, affect the funding level ?	This grant is not affected by President Biden's comment.
Will there be a way to see what the differences are between the original RFP and the updated one?	The 1st COVID-19 ChiTracing RFP can be found https://chicookworks.org/category/request-for-proposals-archived/
Do we need to hire a minimum of 10 CHWs? At \$22/hour and FTE, the cap for payroll and fringes doesn't appear possible. What am I missing?	The proposal indicates the CBO corps team must be made of 10 CHRC workers and 1 supervisor.
Do we need to hire a minimum of 10 CHWs? At \$22/hour and FTE, the cap for payroll and fringes doesn't appear possible. What am I missing?	Yes, the funding has been calculated to fund 10 CHRC workers at \$22/hr. and 1 CHRC Supervisor at \$26/hr.
How were the maximum award amounts for wages, fringes, and payroll costs calculated?	The total wages, fringes, and payroll cost are 70% of the total CBO funding of \$649,090.91.

Good afternoon. Can Corps members work remote or is the CBO expected to provide dedicated workspace for all 11 employees?	The program has been set up to be a hybrid work setting with a minimum of 2 days in office, the other days must be between community outreach and remote.
Do you truly want the entire financial manual for the agency?	Yes
South Shore was not listed as a "Priority Community Area" in today's webinar's slides, but it is listed as a "Priority Community Area" in the RFP. Which is correct?	South Shore was listed in PPT during webinar. You can find the community on pg. 26 of presentation.
STILL unclear if #7 Staffing Plan is to be within the page limit or if it is somehow separate outside And STILL they list on page 16 Program Design 3 pages maximum questions for 7-8 combined. (20 points) and then go immediately to #8 and 9, not 7 and 8. I am pretty sure I understand that the Staffing Plan is outside the page limit and a separate thing, but this is completely unclear where it goes, what order, etc.	RFP was update with correction on website: Correction made to RFP: Question 1: Location (1 page max) Question 2-7: Respondent Qualifications (combined-6 pages max) Question 8-9: Program Design (combined 3 pages max)
How is full-time defined? 32 hours? 35 hours? 40 hours?	Full-time is considered 40 hours
Can we hire more than 10 CHRC workers?	The about of CHRC is 10 CHRC + 1 Supervisor per CBO selected
What does the cost allocation plan need to include? Is it only for organizations that have received federal funding? We have only recently received one this past year (2021-2022) so we want to make sure we know how to properly prepare a CAP.	Whether you have a single program or numerous programs depends on how you manage your resources. You must make the necessary allocations. Model Cost Allocation Plan - https://chicookworks.org/wp-content/uploads/2022/09/Model_Cost_Allocation_Plan.pdf

